



**FOR PLANNING USE ONLY**

Case #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Application Fee: \$ \_\_\_\_\_  
Review Type:  
 Admin  CPB  BZA

**GENERAL APPLICATION**

**A. PROJECT**

1. Project Name: \_\_\_\_\_
2. Application Type & Project Description (*attach additional information, if necessary*):  
\_\_\_\_\_  
\_\_\_\_\_
3. Address of Subject Property: \_\_\_\_\_
4. Parcel ID Number(s): \_\_\_\_\_
5. Full legal description attached?  yes  no
6. Size of subject property: \_\_\_\_\_
7. Current Use of Property: \_\_\_\_\_
8. Current Zoning of Property: \_\_\_\_\_

**B. APPLICANT**

1. Applicant's Status (*attach proof of ownership or agent authorization*)  Owner  
 Agent (*agent authorization required*)  Tenant (*agent authorization required*)
2. Name of Applicant(s) or Contact Person(s): \_\_\_\_\_  
Title: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_  
Email \_\_\_\_\_
3. If the applicant is agent for the property owner:  
Name of Owner (title holder): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

C. Additional Information

1. Is there any additional contract for sale of, or options to purchase, the subject property? Yes No

If "yes," list names of all parties involved:

\_\_\_\_\_

Is the contract/option contingent or absolute? Contingent Absolute

**I/WE CERTIFY AND ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

\_\_\_\_\_  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by

\_\_\_\_\_

\_\_\_\_\_, who is/are personally known to me, or who has/have

produced \_\_\_\_\_ as identification.

NOTARY SEAL \_\_\_\_\_

Signature of Notary Public, State of \_\_\_\_\_



**CITY OF SPRINGFIELD**  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING & ZONING DIVISION

BOARD OF ZONING APPEALS APPLICATION

---

Date \_\_\_\_\_

Property address \_\_\_\_\_

Requested Action:        \_\_\_\_\_ Conditional Use  
                                  \_\_\_\_\_ Interpretation of the Zoning Code or Map  
                                  \_\_\_\_\_ Change of a Nonconforming Use  
                                  \_\_\_\_\_ Other

Section of the Zoning code applicable: \_\_\_\_\_

Purpose of this request, including the improvements or physical changes proposed if this application is approved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please include the following exhibits:

**Exhibit A**

A scale drawing with the dimensions of the property including existing and proposed buildings and their distances from lot lines, parking spaces, and adjoining streets and alleys. Please see example site plan. Additional copies may be required as needed.

**Exhibit B**

Mailing labels with the **names** and **tax mailing addresses** of all property owners within 200 feet of any part of the petitioned property and a label with the applicant's mailing address.

**Directions for obtaining a list of Tax Mailing Addresses:**

- Go to the Tax Map Department at the A. B Graham Building – 31 N Limestone Street, Springfield, OH 45502

Do not list tenants of properties or banks holding a loan on the property.

Basis for the requested action: Substantiate the reasons why you feel the Board of Zoning Appeals should grant your request. Be specific. Use the space that follows (attach additional pages if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**CITY OF SPRINGFIELD**  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING & ZONING DIVISION

PROPERTY OWNER AFFIDAVIT (IF NECESSARY)

To be filed in the Community Development Department, office of the Planning & Zoning Administrator.

**Address:** \_\_\_\_\_

**Parcel No.:** \_\_\_\_\_

**Acreage:** \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

**Agent Tax Mailing Address:** \_\_\_\_\_

**Agent Phone Number:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

**Owner Tax Mailing Address:** \_\_\_\_\_

**Owner Phone Number:** \_\_\_\_\_

**Requested Action** \_\_\_\_\_

**(to be conducted by** \_\_\_\_\_

**Agent, authorized by** \_\_\_\_\_

**owner):** \_\_\_\_\_

**I hereby certify that:**

I am the property owner of record. I authorize the above listed agent to act on my behalf for the purposes of this application.

**Property owner signature:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The foregoing affidavit is acknowledged before me this \_\_\_\_ day of, \_\_\_\_\_ 20\_\_,

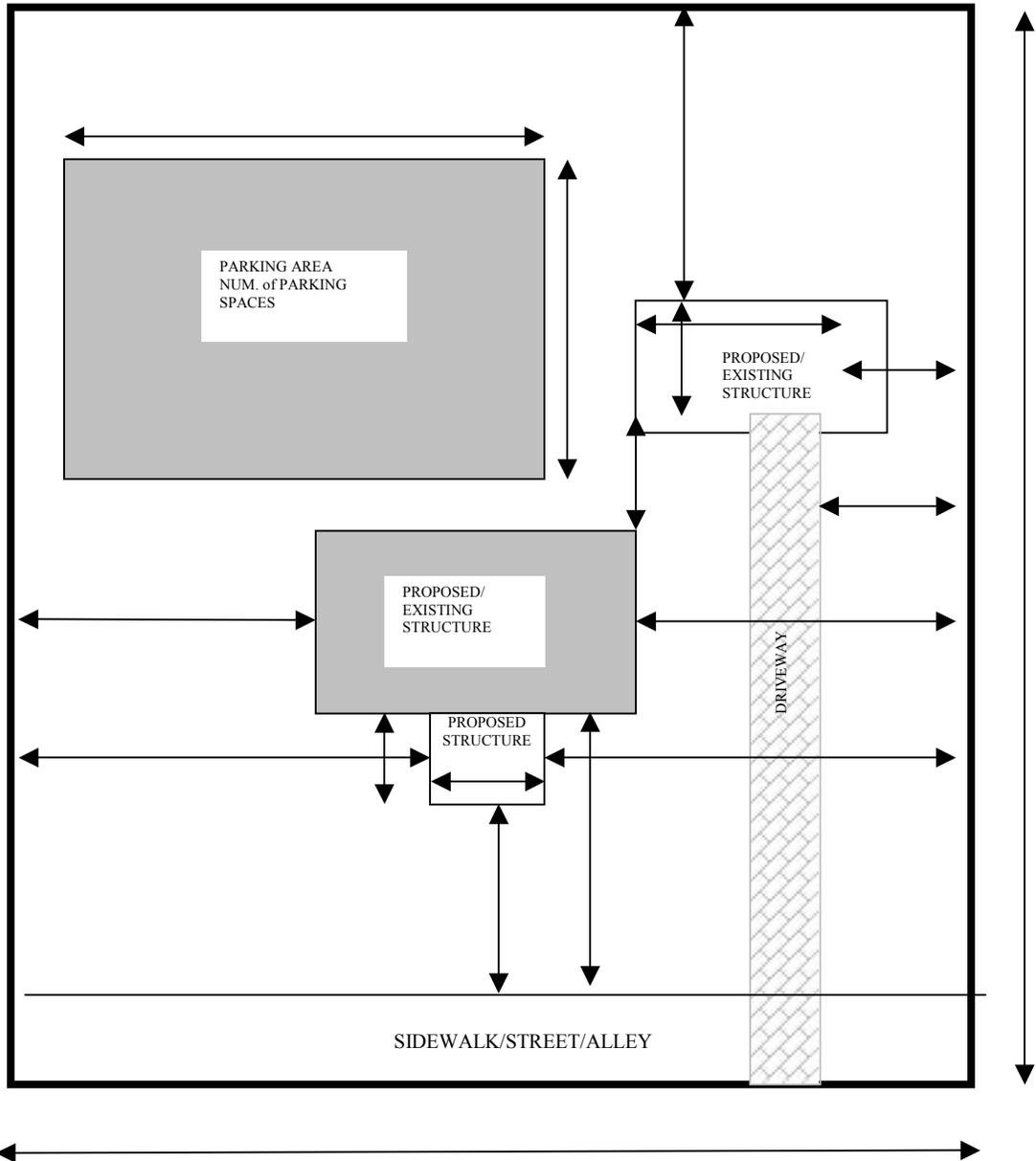
by \_\_\_\_\_, who is/are personally known to me, or

who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL \_\_\_\_\_

**Signature of Notary Public, State of** \_\_\_\_\_

# SAMPLE SITE PLAN



**Directions:**

- 1) Show all dimensions of existing & proposed structures and distances from property lines, streets, and alleys.
- 2) Show all dimensions of existing & proposed impervious surfaces (ie. concrete/blacktop surfaces)/parking areas, including number of parking spaces, and distances from property lines, streets, and alleys.
- 3) Indicate whether structures are covered or uncovered (ie. deck or porch with roof).

# Application Check List

Please review for completeness

## ITEMS TO BE SUBMITTED:

- General application.
- Proof of ownership or Property Owner Affidavit.
- Fee of \$57 (residential) or \$285 (commercial). Fee must be submitted with the application.
- Board of Zoning Appeals Application
- Please include the following Exhibits (Exhibits are to be attached and made part of the petition):
  - Exhibit A: A scale drawing with the dimensions of the property including existing and proposed buildings and their distances from lot lines, parking spaces, and adjoining streets and alleys. See sample site plan.
  - Exhibit B: Mailing labels with the names and tax mailing addresses of all property owners within 200 feet of any part of the petitioned property. Do not list tenants of properties or banks holding a loan on the property.

Fees must be submitted at the time of application and will not be processed until after the board has heard the case.